



**SMALLHOLDER COMMERCIALIZATION AND
AGRIBUSINESS DEVELOPMENT PROJECT
(MINISTRY OF AGRICULTURE AND FORESTRY)
1^F SCAN DRIVE
OFF SPUR ROAD WILBERFORCE
FREETOWN SIERRA LEONE**



SIERRA LEONE GOVERNMENT

Name of Project: Project Coordinating Unit (PCU) of the Smallholder Commercialization and Agribusiness Development Project (SCADeP) of the Ministry of Agriculture and Forestry

Original Project No: IDA-57670

Additional Financing No: IDA-D6880

Title of Position: Grants Manager

Date of Issuance: Friday 14th January, 2022

**Vacancy Announcement
Terms of Reference
Grant Manager**

Background

The Government of Sierra Leone, through the Ministry of Agriculture and Forestry (MAF) and the Ministry of Trade and Industry (MTI) received funding for the implementation of the Smallholder Commercialization and Agribusiness Development Project (SCADeP), with an original estimated US\$ 40 million financing and an additional financing of US\$30 million from the International Development Association (IDA) of the World Bank Group. The Government intends to use part of the project financing to recruit a **Grant Manager** for the Project Coordination Unit of the Project.

The Project Development Objective is *“To promote smallholder commercialization by fostering productive business linkages between smallholder farmers and selected agribusiness firms and other commodity off-takers in Sierra Leone”*, and has five Components:

Component A: Support for Agri-business-farmer Linkages and Small and Medium Scale Enterprises along selected agricultural value chains. This is to strengthen linkages between agribusiness firms and farmers and promote producer associations and SMEs linkages operating in selected agricultural value-chains. The project will address the various financing needs of value chain actors through the design and implementation of proven agribusiness financing instruments that meet actors’ specific financing needs. Sub-component A.1. promotes an out-grower model for value chain financing to agribusinesses linked to out-growers, while Sub-component A.2. provides support for farmer aggregation to facilitate inclusion of farmers who produce for the market but do not have structured linkages with off-takers;

Component B: Market access improvement. This component seeks to address market access and coordination issues that constrain smallholder productivity and market efficiency. Sub-component B1 supports the rehabilitation and maintenance of feeder roads that link agribusinesses to smallholder producers and markets, while sub-component B2 provides support for simple market coordination (through Information, Communication Technologies (ICT) or cell-phone based price information systems);

Component C: Capacity building support for state and non-state institutions and producer organizations. This component focuses on addressing the skills and organizational challenges that affect smallholder farmers' inclusion into organized supply chains. The project will provide technical assistance to farmers' producer organizations, strengthen the capacity of state and non-state institutions responsible for the provision of services relevant for smallholder commercialization and agribusiness development;

Component D: Project coordination, monitoring and evaluation. Caters for the day-to-day management of the project; and

Component E: Contingency Emergency Response. This component provides for the reallocation of resources from the other components to finance the response to eligible emergencies/crises. This component has been activated to partly finance government's response to the COVID-19 pandemic.

SPECIFIC DUTIES

The Grant Manager has overall charge of the management of the project's grants portfolio and will provide strong technical oversight and supervisory role over all the grants (including the Agribusiness Services Matching Grants, and the Sierra Leone Agribusiness Development Fund) under the Project, and report to the Project Coordinator. S/he is expected to conduct the tasks identified below by applying sound technical practices and methods, and collecting and making use of available and necessary data in carrying out assignment. The Grant Manager shall be responsible to the Project Coordinator and work in close consultation the Financial Management Specialist of the PCU. S/he will discuss issues that would affect efficient processing of grant applications with the Project Coordinator and agree on the ways to resolve them.

The Grant Manager shall, inter alia, undertake the following:

- I. The Grant Manager will receive and process all grant applications assessed and selected for recommendation by the District Review Committees (DRC), conducting due diligence on these, where necessary;
- II. Make recommendations to the Project Coordinator for disbursement of funds to the applications approved by the GTC and found satisfactory;
- III. Prepare Annual Work Program and Budget for the Agribusiness Services Matching Grant (ASMG) program and securing approvals;
- IV. Prepare half yearly and Annual Report on MGF operations for the considerations of the GTC, and all participating donors and institutions, IDA, ministries of the government and other key stakeholders;
- V. Monitor implementation of grants to ensure that grants are used only for the intended purposes;
- VI. Participate in the Grants Technical Committee for approval of projects;

- VII. Review in consultation with the Bank and Government of Sierra Leone the Agribusiness Services Matching Grants Operational Manual as may be required for effective Grant Implementation;
- VIII. Prepare and review relevant documents necessary for Grant Implementation at the district level;
- IX. Establish and/or strengthen the out-growers farmer structure and operational mechanisms;
- X. Provide management oversight and coordination of the implementation of all aspects of the SLADF (including disbursement funds, enterprise/business development, outgrower arrangements, environmental and social safeguards as well as market development and sustainability of the supported enterprises) to ensure that the expected project outcomes crystalize and the outgrower relationships grow beyond the project;
- XI. Lead the assessment of the business models of the SLADF supported grantees and propose adjustments required to enhance the likelihood of sustainability;
- XII. Mobilize TA support to engender the growth the enterprises supported under the SLADF and ASMG;
- XIII. Liaise and coordinate between and among the farmers, the private large-scale investors, government, and prospective off-takers (e.g. SLPMC, WFP, WARC etc.)
- XIV. Develop the capacity of producer organizations (PO) and SMEs to strengthen their business orientation, with a focus on helping PO and SMEs acquire the necessary business and entrepreneurship skills, apply relevant technologies, and information that would help them be successful suppliers to buyers and build their businesses.
- XV. Facilitate market linkages between PO/SME and buyers, input suppliers and other service providers (extension; research; technology transfer, finance etc.)
 - Identify business opportunities that would bring together producer organizations/SMEs, buyers, and other actors in specific value chains and provide the necessary support to promote efficient market linkages (including negotiations/or identify appropriate service providers that can help with brokering or negotiating deals);
 - Identify and coordinate different actors and other players in agriculture and agribusiness that provide specific agricultural commodities or cross-cutting sector services, such as business development and financial services;
 - Facilitate links to other value chain networks, services, finance, soft and hard infrastructure (e.g. hard infrastructure, such as farm-market roads, electricity; soft infrastructure such as market information systems) necessary for efficient production and marketing operations;
- XVI. Provide technical support to the Value Chain Promotion Officers in the day-to-day operations in the districts.
- XVII. Carry out any other duties as may from time to time be assigned by the Project Coordinator.

QUALIFICATION AND EXPERIENCE

- At least a Master's degree in any of the following disciplines: Business, Finance, Agriculture, Economics and Accounting;
- Have a minimum of 5 years post-qualification experience in grants management related to agriculture, rural development and medium sized enterprises development. Management of grants funded by the International Funding Agencies is desirable

- Strong experience in working with agribusinesses and farmer-based organizations in an aggregation model;
- Strong experience in working with agribusinesses and farmer-based organizations in an out-grower model;
- A good knowledge and experience in capacity needs assessment and development of appropriate training packages;
- Knowledge of grant financial management and control on a micro enterprise support programme;
- Proven track record in working effectively within multi-disciplinary teams.
- Knowledgeable in managing/implementing World Bank funded projects
- Excellent capacity to do analysis and synthesize data; and
- Excellent report drafting, presentation and communication ability.

DURATION OF ASSIGNMENT:

Employment will be on full-time basis and Contract will be for an initially one-year period, with a possibility of renewal, subject to annual review.

The performance criteria that will be used to assess the performance of the Grant Manager at regular intervals and based upon which the Contract may be continued or terminated are the effectiveness, efficiency and quality of delivering on the Scope of Services, Duties and Responsibilities and Deliverables of the assignment.

REPORTING OBLIGATIONS AND REQUIREMENTS

The Grant Manager shall report to the Project Coordinator and submit the following reports:

- Monthly
- Quarterly
- Bi – annually
- Annually

DUTY STATION: PCU Office in Freetown with regular field visits to project operational areas

LANGUAGE OF THE ASSIGNMENT:

The official Language of the assignment is the English language.

SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT

The project will provide the following:

- Relevant project documents
- Furnished office space with electricity with internet facilities
- Vehicle for official duties

Closing Date: The Closing Date and Time for receipt of application is **Monday February 14th, 2022 at 4:30pm GMT.** (Sierra Leone Time)

Mode of Application

All applications in writing should be accompanied by up-to-date Curriculum Vitae and supporting documents (Note: do not send originals) with the names and addresses of three referees, one of which should be the last or current employer and should be submitted to the address below:

The Project Coordinator

Project Coordinating Unit

Smallholder Commercialization and Agribusiness Development Project (SCADeP)

1^F Scan Drive, Off Spur Road, Wilberforce,

Freetown, Sierra Leone

Or

By E-mail application as attachment (including all supporting documents) to:
(esscubesl@yahoo.co.uk and copy diavies8765@gmail.com)

Please indicate clearly on the envelope (in the case of hard copy application) or in the email subject heading and attachment (in the case of electronic applications), the post for which application is made.

Only short-listed candidates will be contacted.

Signed

Project Coordinator, SCADeP